

Translation/Interpretation Checklist

OFFICE OF SPECIAL EDUCATION SERVICES

- ☐ All prior written notices were given to the parent/adult student in their native language.
- ☐ The translator/interpreter was requested and was present.
- ☐ The recording device was near the translator/interpreter.
- ☐ A sound check was conducted at the beginning of the meeting.
- ☐ An agenda with all elements of the IEP was available.
- ☐ All elements of the IEP were covered.
- ☐ The Notice of Proposal or Refusal was given to the parent/adult student in writing and in their native language.
- ☐ The recording was audible.
- ☐ A copy of the recording was given to the parent.
- ☐ A copy of the recording was included in the student's records.